Supplier's self-disclosure

Quality - Environment – Health and safety

Supplier:	Address:	
Email:	Phone:	Fax:
Product range:		
References:		

Responsibilities	Name	Capacity	Extension
Commercial management:			
Technical management:			
Quality:			
Environment:			
Health and safety:			
Sales:			
Purchase:			
Production:			
Total number of employees:		Thereof in the production:	
Turnover for the last 3 years:	20__:	20__:	20__:
Do you have a product-liability insurance?		☐ yes	☐ no

Do you have a certified:

		Norm:	*Certifier:*	*Reg.-No.:*	*Valid until:*
Quality Management System (QMS)?	☐ yes*				
	☐ no				
Environmental Management System (UMS)?	☐ yes*				
	☐ no				
Health and safety Management (AMS)?	☐ yes*				
	☐ no				

* Please send us a copy of the certificate(s).

If all questions concerning the relevant management systems were answered „yes" the processing of the following questionnaire is not required.

The supplier's self-disclosure has been edited by:

Mrs / Mr: ……..... Capacity: ……

Place and date Signature

Questionnaire

1.	**Organization**				
1.1	Does your company have a documented QM system	**yes**	**no**	According to which standard?	Since when?
	QM - System?	☐	☐		
	UM - System?	☐	☐		
	AS - System?	☐	☐		
1.2	Is certification planned?	**yes**	**no**	expected date?	
	QM - System:	☐	☐		
	UM - System:	☐	☐		
	AS - System:	☐	☐		
1.3	Is a division „quality assurance" provided?	☐	☐		
1.4	Is this division directly responsible to the management?	☐	☐		

2.	**Contract review**	**yes**	**no**
2.1	Are procedures and responsibilities laid down for order processing?	☐	☐
2.2	Are these clearly regulated by method or process description?	☐	☐

3.	**Development**	**yes**	**no**
3.1	Do you practice your own product development?	☐	☐
3.2	Is the development process documented?	☐	☐
3.3	When developing do you also consider safety and environmental aspects?	☐	☐

4.	**Documentation**	**yes**	**no**
4.1	Is there a distribution and revision system for drawings, standards, specifications, safety and environmental regulations etc.?	☐	☐
4.2	Are procedures and responsibilities clearly regulated in writing?	☐	☐

5.	**Procurement**	**yes**	**no**
5.1	Are procedures and responsibilities for procurement set out in writing?	☐	☐
5.2	Are also environmental and security-relevant aspects taken into account in the procurement?	☐	☐
5.3	Is a procedure for the selection, release and evaluation of suppliers set?	☐	☐

6.	**Supplied products by contracting authorities**	**yes**	**no**
6.1	Are there regulations for dealing with customer-supplied products / services?	☐	☐
6.2	Is the liability for supplied products, tools, forms etc. regulated?	☐	☐

7.	**Labelling and traceability**	yes	no
7.1	Are there any regulations ensuring the identifiability of products and the assignment to the appropriate contract documents?	☐	☐

8.	**Production**	yes	no
8.1	Are procedures and responsibilities for production specified in writing?	☐	☐
8.2	Are there process descriptions or procedures that govern the flow of production, installation, maintenance etc.?	☐	☐
8.3	Is it ensured that the implementation of the operations and testing activities will documented?	☐	☐
8.4	Is a preventive maintenance of production equipment carried out?	☐	☐

9.	**Quality inspection**	yes	no
9.1	Are procedures and responsibilities for incoming goods, intermediate and final testing set out in writing?	☐	☐
9.2	Are there process descriptions or procedures available?	☐	☐
9.3	Are the results of a test recorded?	☐	☐

10.	**Inspection of measuring and testing equipment**	yes	no
10.1	Is there a procedure set for the inspection of measuring and testing equipment?	☐	☐
10.2	Are all measuring and testing equipment systematically identified?	☐	☐

11.	**Inspection status**	yes	no
11.1	Is the inspection status of raw materials, semi-finished and finished products visible at all times?	☐	☐

12.	**Control of non-conforming products**	yes	no
12.1	Are non-compliant products identified?	☐	☐
12.2	Is described how to record, store and report defective parts?	☐	☐
12.3	Is the customer always informed about product and schedule variances?	☐	☐

13.	**Corrective and preventive measures**	yes	no
13.1	Are methods described to guarantee the elimination of causes of non-conformance in case of process or product variances?	☐	☐
13.2	Are non-conformance and variances recorded in writing and analyzed?	☐	☐
13.3	Are near accidents and accidents recorded and analyzed and corrective actions implemented?	☐	☐
13.3	Are environmental events recorded and analyzed and corrective actions implemented?	☐	☐

14.	**Handling, storage, packing, labelling and shipping**	**yes**	**no**
14.1	Is the handling, packing, labelling, storage, shipping and the load securing set out in writing?	☐	☐
14.2	Are there any procedures and work instructions available?	☐	☐

15.	**Quality records**	**yes**	**no**
15.1	Has it been determined what quality records should be maintained and what retention periods apply?	☐	☐

16.	**Training**	**yes**	**no**
16.1	Is the qualification for persons with quality-related activities specified in writing?	☐	☐
16.2	Are instructions on the subject of quality, environmental protection and occupational safety documented?	☐	☐

17.	**After-sales service**	**yes**	**no**
17.1	Is the handling and processing of customer complaints regulated in writing?	☐	☐